



Job Title	Fire Accreditation Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	3	Job Code	12602

Class Specification – Fire Accreditation Coordinator

Summary Statement:

The purpose of this position is to manage and coordinate the accreditation program for the Colorado Springs Fire Department as mandated by the Center for Public Safety Excellence (CPSE) and the Commission on Fire Accreditation International (CFAI). This position is responsible for managing facilitating, and implementing the Department's strategic planning process including developing departmental goals and objectives and monitoring the completion of the plan.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

70%

This position is responsible for the accreditation program for the Fire Department and is designated as the Department's Accreditation Coordinator for the Center for Public Safety Excellence (CPSE) and the Commission on Fire Accreditation International (CFAI). Responsibilities include performing liaison duties with CPSE and CFAI and required to attend national meetings, state consortium meetings, and be a certified peer assessor as required by CFAI; managing, facilitating, and implementing the Department's strategic planning process including developing departmental goals and objectives; developing and monitoring of the Department's Standard of Cover, a document that defines baseline and benchmark emergency response performance standards and service delivery performance; and processing the self-assessment process, analyzing the department on 253 performance indicators, which culminates into a living document called the Self-Assessment manual. In addition, providing oversight and direction of the accreditation committee and its members; monitoring new developments in accreditation; and training and marketing the program to all employees including assisting other departments through the process.

15%

Responsibilities include managing and scheduling of the fire station community rooms for community requested activities; assisting citizens by providing them information to the use of the community rooms; monitoring and inspecting the community rooms as



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	needed to ensure that policies are followed by citizens utilizing the community rooms; and maintaining communication with station captains as well as the City Facilities Coordinator regarding policies and equipment relative to the community rooms and their use.
10%	Assisting the Deputy Fire Chiefs with calendar requests and project support as requested; analyzing data to provide Chiefs, Battalion Chiefs, and station Captains; and assisting department management with their ability to track performance of firefighters and progress of strategic goals and objectives.
5%	Completing the annual budgeting process for support services budget, including the accreditation program budget; and monitoring and tracking expenditures to ensure compliance.

Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Three year of full-time experience in program administration and evaluation, strategic planning, or related field.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2016